



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number
0-6

☒ Original ☐ Amendment Number:

Contract Number
EP-W-10-002

Contract Period
Base ☒ Option Period Number

Title of Work Assignment
Support for Developing Innovative Training
and Outreach Mechanisms for Climate
Showcase Communities Program

Contractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out
☐ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance

From: 04/26/10

To: 10/30/10

Comments:

The purpose of this action is to initiate Work Assignment 0-6.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 1)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period:
Previously Approved

Cost/Fee

LOE

This Action

Total

\$0.00

295

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee: \$0.00

LOE: 295

Work Assignment Manager Name

ANDREA S. DENNY

(Signature)

(Date)

Branch/Mail Code 6202J

Phone Number 202-343-9260

Fax Number 202-343-2337

Project Officer Name

CATHERINE J. TURNER

(Signature)

(Date)

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

(Signature)

(Date)

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

Support for Developing Innovative Training and Outreach Mechanisms for Climate Showcase Communities Program

Contract: EP-W-10-002, Work Assignment: 0-6

Summary Information

Title: Support for Developing Innovative Training and
Outreach Mechanisms for Climate Showcase
Communities Program

Period of Performance: From: 04/26/10
To: 10/30/10

Award Date:

Total Funding:

Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.
Attn: ANDREA S. DENNY
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 6202J
Phone Number: 202-343-9260
Fax Number: 202-343-2337
E-Mail Address: denny.andrea@epa.gov

Attachments

Attachment Name

STATEMENT OF WORK

STATEMENT OF WORK

Contract: EP-W-10-002, Work Assignment: 0-6

Work Assignment SOW

Title: Support for Developing Innovative Training and Outreach Mechanisms for Climate Showcase Communities Program

Contractor: IEC, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 0-6

Estimated Period of Performance: Date of issuance to October 30, 2010

Estimated Level of Effort: 295 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Andrea Denny
OAR-OAP-CPPD, mc 6202J
202-343-9268
202-343-2337

Contract Level COR:

Catherine Turner
CMG/OPEI (1805T)
202/566-0951
202/566-3001 (fax)

Background and Purpose:

The purpose of this work assignment is to provide support to EPA's State and Local Branch (SLB) in the development of the Climate Showcase Communities program. This new initiative builds on an existing grant program, but represents an opportunity to move beyond one-time funding of 25 pilot projects and encourage broad scale replication of innovative programs and projects across the US. In order to foster this, SLB needs specific support in assessing opportunities, developing mechanisms for sharing information, and disseminating information to the public. EPA will use the results of this effort to work more effectively with local and tribal government officials and staff and other interested stakeholders.

Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if Yes is checked above

Tasks and Deliverables:

STATEMENT OF WORK

Contract: EP-W-10-002, Work Assignment: 0-6

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within 7 calendar days of receipt of comments from the Contracting Officer, if required.**

Task 2 - Planning and Management for Delivery of Innovative Climate Strategies [Element 1-1, paragraph 3, page 1-5; Element 1-2.2, paragraph 4, page 1-6]

The contractor shall assist EPA by conducting research for the development of ongoing program strategy to encourage the adoption of innovative local government strategies to reduce greenhouse gas emissions. The contractor shall assess trends in 25 grant-funded pilot project proposals to identify common barriers to and opportunities for innovative action. Based on this effort, the contractor shall prepare an 8 to 10 page draft report outlining these trends along with strategies for overcoming barriers and maximizing opportunities for adoption of the identified innovative activities by the 25 communities as well as the broader local government audience. The WA COR will provide comments and the contractor shall incorporate those comments into a final report.

The contractor shall provide options for innovative mechanisms for delivery of the content identified in the preceding paragraph with emphasis on web-based delivery of training and peer exchange materials that address barriers and identify opportunities for action. Such delivery mechanisms could include webinar technology, message boards, wiki pages, or other similar options. The contractor shall prepare an approximately 5 page memo outlining delivery mechanism options, and the strengths and weaknesses of each option to address the identified barriers and opportunities.

Deliverables and schedule under Task 2

- 2a. Draft Report (8-10 pages) on trends, barriers, and opportunities among grantees by May 21, 2010**
- 2b. Revised report within 14 calendar days of receipt of comments from WACOR if required.**
- 2c. Memo of options (5 pages) for design and implementation of a web based platform for EPA to use to provide content to grant recipients by July 15, 2010**

Task 3 - Support for EPA's Climate Showcase Communities Workshop [Element 1-6, paragraph 5-7, page 1-8]

STATEMENT OF WORK

Contract: EP-W-10-002, Work Assignment: 0-6

The contractor shall provide technical support to EPA in conducting the first annual Workshop for Climate Showcase Communities Grant Recipients on innovative climate mitigation opportunities. This workshop will convene 25 grant recipients from across the US to share strategies and barriers related to their implementation of pilot projects, and begin the process of encouraging other communities to replicate such projects. In support of EPA's implementation of this workshop, the contractor shall provide facilitation support for a 2.5 day Grantee workshop to identify key needs and opportunities and capture action items for EPA. The facilitation support will include: coordinating with expert speakers, identifying themes and gaps for discussion, summarizing key points, balancing attendee participation in discussions, and record-keeping. In addition to on-site facilitation, the contractor shall prepare an approximately 10 page post-workshop write-up for EPA summarizing key innovations discussed and opportunities for EPA to share identified innovations with the general public.

Deliverables and schedule under Task 3

3a. 1 Facilitator in attendance at the Climate Showcase Communities Workshop, May 25-27, 2010 in Washington, DC

3b. Workshop Summary (10 pages) by June 30, 2010

Task 4 - Disseminating Lessons Learned from Pilots for Broad Adoption

[Element 4, paragraph 1-3, pages 1-12—1-13]

Based on the information gathered in Tasks 2 and 3, the contractor shall develop recommendations for EPA on content and strategy to convey the lessons learned from Climate Showcase Communities pilot projects to the broader audience of local and tribal governments across the US to enable adoption of innovative activities. The contractor shall develop a 15 page outreach and communications report for the State and Local Branch which identifies key potential adopters, roles for existing grantees, and includes options for EPA to build strategic relationships that draw on the pilot projects as mentors for the next generation of innovators. The WA COR will provide comments and the contractor shall incorporate those comments into a final report. The contractor shall also provide options (in the form of a 10 page memo) to EPA for future program material development including tools and technical assistance that incorporate lessons learned and encourage new innovation.

Summary of Deliverables and Dates:

4a. Draft Outreach Report (15 pages) by August 31, 2010

4b. Revised Report within 14 calendar days of receipt of comments from WACOR if required.

4c. Memo of Options for future program materials (approximately 10 pages) by September 30, 2010

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment Number

0-6

Work Assignment

☐ Original ☒ Amendment Number: 1Contract Number
EP-W-10-002Contract Period
Base ☒ Option Period NumberTitle of Work Assignment
Support for Developing Innovative Training
and Outreach Mechanisms for Climate
Showcase Communities ProgramContractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☒ Work Plan ApprovalPeriods of Performance
From: 04/26/10 To: 10/30/10

Comments:

The purpose of this amendment is to approve the contractor's work plan dated May 11, 2010.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period: Cost/Fee LOE
Previously Approved \$0.00 295

This Action \$24,956.38 (153)

Total \$24,956.38 142

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/11/10 Cost/Fee: \$24,956.38 LOE: 142

Cumulative Approved: 06/02/10 Cost/Fee: \$24,956.38 LOE: 142

Work Assignment Manager Name

ANDREA S. DENNY

Branch/Mail Code 6202J

Phone Number 202-343-9260

Fax Number 202-343-2337

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

Support for Developing Innovative Training and Outreach Mechanisms for Climate Showcase Communities Program

Contract: EP-W-10-002, Work Assignment: 0-6, Amendment: 0001

Summary Information

Title: Support for Developing Innovative Training and Outreach Mechanisms for Climate Showcase Communities Program

Period of Performance: From: 04/26/10 To: 10/30/10

Award Date: 04/26/10

Total Funding:

Procurement Management Roles

The following item(s) have been modified:

CONTRACT SPECIALIST:

U.S. E.P.A.
Attn: HILLARY A. MARSHALL
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Date Role Ended: 06/02/10

Mail Code: 3803R
Phone Number: 202-564-3099
Fax Number:
E-Mail Address: marshall.hillary@epa.gov

The following item(s) have been added:

CONTRACT SPECIALIST:

U.S. E.P.A.
Attn: NNENNA C. NJOKU
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code:
Phone Number: 202-564-6237
Fax Number:
E-Mail Address: njoku.nnenna@epa.gov

WA Totals

The following item(s) have been added:

Category	PCP	Amount
Estimated Cost	Base Pd.	(b)(4)
Fixed Fee	Base Pd.	

WA Classification

The following changes have occurred:

The Labor Hour Ceiling has changed from 295 to 142.



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number
0-6

☐ Original ☒ Amendment Number: 2

Contract Number:
EP-W-10-002

Contract Period
Base ☒ Option Period Number

Title of Work Assignment
Support for Developing Innovative Training
and Outreach Mechanisms for Climate
Showcase Communities Program

Contractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance
From: 04/26/10 To: 11/18/10

Comments:

The purpose of this amendment is to extend the Period of Performance of this Work Assignment from October 30, 2010 to November 18, 2010 at no additional cost to the Government.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 5)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee	LOE
Previously Approved	\$24,956.38	142
This Action	\$0.00	0
Total	\$24,956.38	142

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee: \$24,956.38	LOE: 142

Work Assignment Manager Name

ANDREA S. DENNY

(Signature)

(Date)

Branch/Mail Code 6202J

Phone Number 202-343-9260

Fax Number 202-343-2337

Project Officer Name

CATHERINE J. TURNER

(Signature)

(Date)

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code

Phone Number

Fax Number

Contracting Official Name

BRADLEY R. AUSTIN

(Signature)

(Date)

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

Support for Developing Innovative Training and Outreach Mechanisms for Climate Showcase Communities Program

Contract: EP-W-10-002, Work Assignment: 0-6, Amendment: 0002

Summary Information

Title: Support for Developing Innovative Training and Outreach Mechanisms for Climate Showcase Communities Program

Period of Performance: From: 04/26/10
To: 11/18/10

Award Date: 04/26/10

Total Funding:

WA Classification

The following changes have occurred:

The Anticipated Expiration Date has changed from 10/30/10 to 11/18/10.